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Office of the Secretary
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ph: 225-379-1200 | fx: 225-379-1851

John Bel Edwards, Governor
Shawn D. Wilson, Ph.D., Secretary

May 10, 2021

Louisiana Board of Ethics
P.O. Box 4368
Baton Rouge, LA 70821
Fax: 225-381-7271

Re: La. R.S. 42:1112 and La. R.S. 42:1119 Disqualification Plan
Louisiana Department of Transportation and Development – Angela Townsend

Angela Townsend has been an employee with the Louisiana Department of Transportation and Development ("DOTD") since September 28, 2017. Angela Townsend's current position is Administrative Coordinator 4 within DOTD's District 05, which is located in Monroe, Louisiana. Angela Townsend's duties include serving as a backup timekeeper when the primary timekeeper is not available.

Levi Townsend, Angela Townsend's son, applied for the position of Mobile Equipment Operator ("MEO") within DOTD's District 05. Levi Townsend meets the qualifications for an MEO and DOTD would like to hire Levi Townsend as an MEO within District 05. State Civil Service rules require DOTD to fill the MEO vacancy by July 27, 2021, which is the expiration date of the job vacancy posting.

On April 30, 2021, LaToya Jordan, an Ethics Administration Program Staff Attorney, informally advised me by telephone that DOTD may hire Levi Townsend as an MEO within DOTD's District 05.

To avoid a violation of La. R.S. 42:1112 or La. R.S. 42:1119, DOTD is requesting approval of the following disqualification plan for Angela Townsend:

Angela Townsend shall not participate in any transaction or appointing authority duties involving Levi Townsend including, but not limited to, approving leave, signing performance evaluation documents, and recommending hiring/promotions. Additionally, Angela Townsend shall not perform any functional supervision of Levi Townsend at any time. Functional supervision includes, but is not limited to, determining work assignments, training, reviewing work, and approving work. Lesa "Shari" Wade, Administrative Coordinator 4, will act as the primary timekeeper for Levi Townsend. In the event that Shari Wade is not available, Lisa Brinson, Accounting Technician, will act as the backup timekeeper for Levi Townsend. Angela Townsend will not act as Levi Townsend's timekeeper at any time.

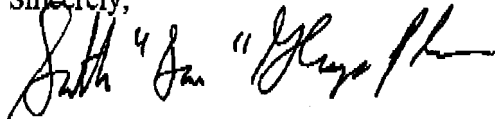
Please find attached, an organizational chart showing Angela Townsend's position and the vacant MEO position within District 05. The MEO position in District 05 has been vacant since October 7, 2020, and DOTD desires to fill the vacancy as soon as possible. For this reason,

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DOTD is requesting a waiver of the April 22, 2021, deadline for submission of this item for placement on the June 3, 2021, meeting agenda or the June 4, 2021, meeting agenda. Please consider placing this disqualification plan on the agenda for consideration at the June 2021 Ethics Board meeting.

Please contact me at (225) 379-1022 if you need any additional information for consideration and approval.

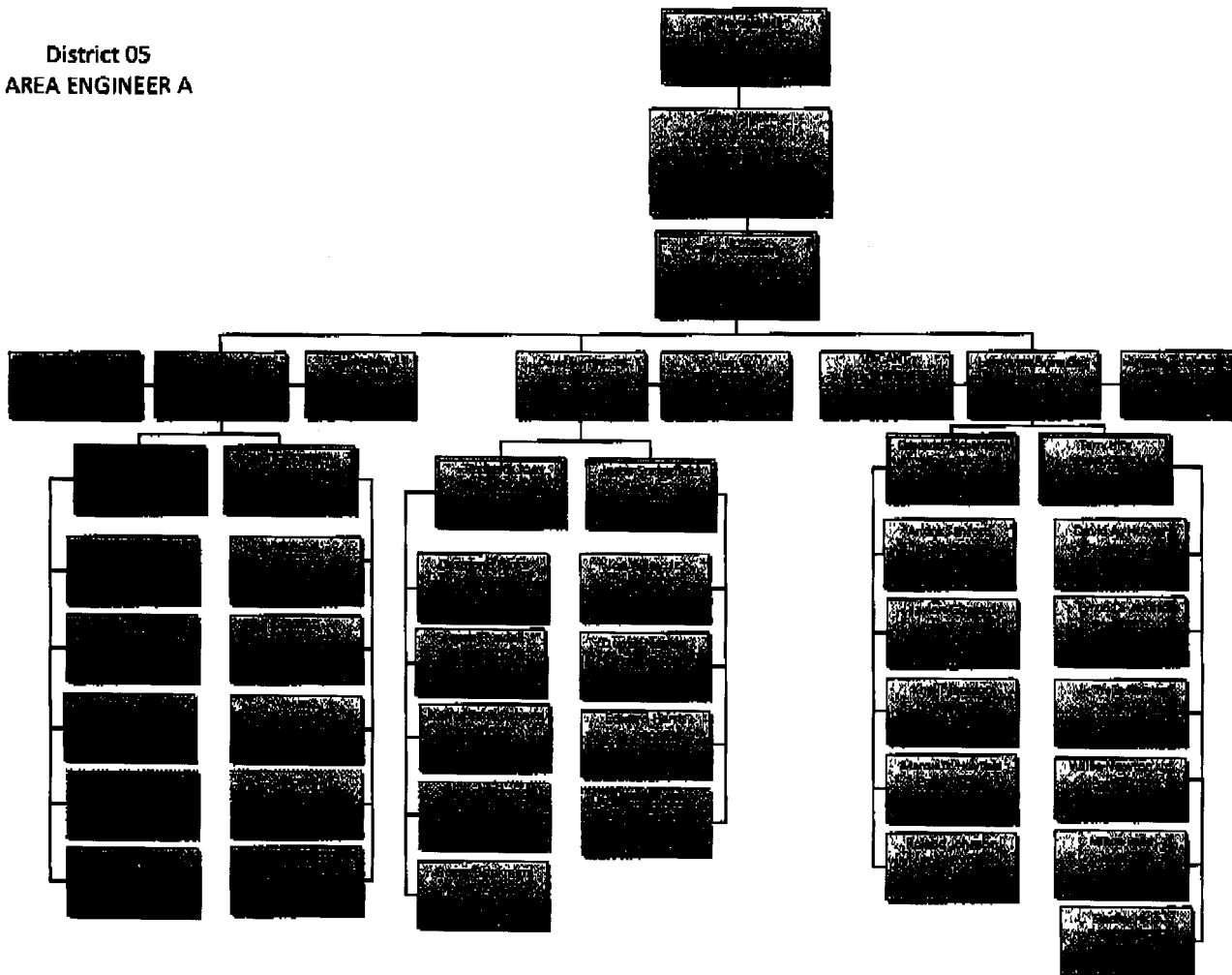
Sincerely,



Sanettria "Sam" Glasper Pleasant
Attorney Supervisor – Ethics Liaison
Sanettria.pleasant2@la.gov

Attachment

District 05
AREA ENGINEER A



Revised 03/16/2021



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FAX COVER SHEET

DATE: May 10, 2021

TO: Louisiana Board of Ethics

FROM: Sanettria "Sam" Glasper Pleasant
Attorney Supervisor – Ethics Liaison

FAX: 225-381-7271

RE: La. R.S. 42:1112 and La. R.S. 42:1119 Disqualification Plan
Louisiana Department of Transportation and Development – Angela Townsend

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